



## APPLICATION FORM

### Administrative Permanent Encroachment Permit

An Administrative Permanent Encroachment Agreement is needed for use of any non-standard material (pavers, bricks, color concrete, etc.) in the Right-of-Way.

Application	Owner Name(s)	Property Address of Encroachment
	Owner Mailing Address	Assessor's Parcel Number
	City                      State                      Zip	Description of Encroachment
	Phone No. (Day/Evening)	Legal Description of Property
	Email Address	
	Signature	Date

### Additional Requirements

In order to acquire an Administrative Permanent Encroachment Permit, you will also need to submit a Temporary Encroachment Permit for work conducted in the right-of-way and submit a \$500.00 refundable Surety Deposit. Permit forms are available at the Permit Center located in City Hall, or by email [Pworks@belmont.gov](mailto:Pworks@belmont.gov).

### Application Instructions

All owners must be listed in the application form the same way they are listed on the property title.

Once the application has been submitted, City staff will fill in the Agreement for Permanent Encroachment Permit and return to the owner via email along with directions for executing and notarizing the agreement. To ensure timely recording of the Agreement, please follow all instructions provided.